AUBURN
Human Resources

# Human Resources Generalist I

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EB47 |
| Job Description Title | Human Resources Generalist I |
| Pay Grade | HR07 |
| Range Minimum | $45,750 |
| 33rd % | $54,900 |
| Range Midpoint | $59,480 |
| 67th % | $64,050 |
| Range Maximum | $73,200 |
| Exemption Status | Exempt |
| Approved Date: | 6/17/2025 4:55:34 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Human Resources |
| Job Function: | HR Business Partners |

## JOB SUMMARY

Under close supervision, administers routine human resources related programs and processes utilizing established procedures within one or more areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level. Restricted use - This job is considered to be a training level within the Human Resources function and would not be suitable as the only HR-related job within a college/school or division.

## RESPONSIBILITIES

- Initiates and/or responds to routine inquiries concerning human resources programs within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development.
- Interprets HR policies, procedures, and practices and investigates routine issues, obtaining information from higher-level HR staff and/or referring as appropriate. Provides guidance and support to employees and management on HR policies and procedures.
- Assists in the coordination of human resources functions within the division such as performance evaluation, merit, reclassification, training and development, etc. Assists in the coordination of the employment process including identification of search committee members, development of appropriate behavioral interview questions, and identification of appropriate candidate evaluation methodology.
- May initiate and/or approve routine human resources or payroll transactions. May oversee the work of administrative support staff relating to the completion of forms and meeting deadlines.
- Assists with the development of unit-specific human resources policies, procedures, and programs while maintaining compliance with all federal and state laws and regulations including, but not limited to, ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, and Equal Pay Act.
- Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Runs queries and analyzes HR-related data.
- Acts as a liaison between employees or departments and University Human Resources.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | No specific discipline. | and | 0 years of | Experience in human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Demonstrate ability to follow set policies and procedures. | |
| Adhere to regulatory guidelines in daily work. | |
| Ability to independently research topics. | |
| Ability to manage files and records. | |
| Demonstrate thoughtful and appropriate oral and written communication in daily interactions. | |
| Ability to follow directions and work effectively as part of a team. | |
| Demonstrate respect for employees and confidential material. | |
| Knowledge of basic computer applications and various database and software programs. | |
| Knowledge of compensation principles and practices and salary schedules. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | | | X | |
| Talking | | | | | X | |
| Hearing | | | | | X | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.